

## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/915,425	07/26/2001	Jordan Pollack	XXPO-5J

CONFIRMATION NO. 6994

## FORMALITIES LETTER



\*OC000000006513392\*

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INTELLECTUAL PROPERTY LAW ATTORNEYS  
260 BEAR HILL ROAD  
WALTHAM, MA 02451-1018

Date Mailed: 09/05/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

10/11/2001 SHINASSI 00000041 09915425

FILED UNDER 37 CFR 1.53(b)

01 FC:205

65.00 0P

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

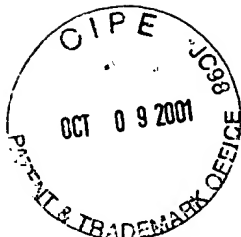
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 65.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



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October 4, 2001

Box Missing Parts  
Assistant Commissioner of Patents  
Washington, DC 20231

Subject: Applicant: Jordan Pollack  
Serial No.: 09/915,425  
Filed: July 26, 2001  
For: SYSTEM AND METHOD FOR THE  
ELECTRONIC MAIL BASED MANAGEMENT  
AND MANIPULATION OF STORED FILES  
Group No.: 2:152  
Docket No.: XXPO-5J

Dear Sir:

In response to the NOTICE TO FILE MISSING PARTS OF APPLICATION – FILING DATE GRANTED mailed September 5, 2001 (copy enclosed), enclosed are applicant's Combined Declaration and Power of Attorney and a Verified Statement Claiming Small Entity Status for the subject application. Also enclosed is a check in the amount of \$65.00 for the surcharge under 37 CFR 1.16(e).

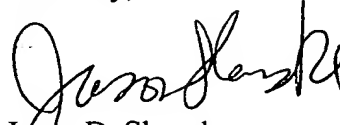
If for any reason this application is found to be incomplete, or if at any time it appears that a telephone conference with counsel would help advance prosecution, please telephone the undersigned or his associates, collect in Waltham, Massachusetts at (781) 890-5678.

If any payment during prosecution is found to be incorrect, please charge any deficiency or credit any overpayment to my Deposit Account No. 09-0002. A copy of this letter is enclosed for use by the Finance Branch in the event that it is necessary to make any charge or credit to my deposit account.

October 4, 2001  
Page 2

Kindly acknowledge receipt of the foregoing by returning the enclosed self-addressed postcard.

Sincerely,

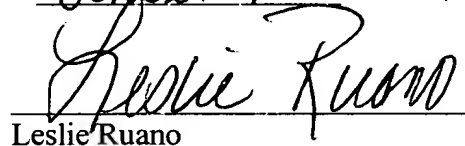


Jason D. Shanske  
Reg. No. 43,915

JDS:lr  
Enclosures

CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the U.S. Postal Service as first-class mail in an envelope addressed to Box Missing Parts, Assistant Commissioner of Patents, Washington, DC 20231 on October 9, 2001.

  
Leslie Ruano